

**THIRD AMENDMENT TO CONTRACT**  
**A56-2-02-19**

This is the third amendment to the contract and two subsequent amendments entered into by and between the **Office of the Indiana Attorney General** (hereinafter referred to as "State") and **UN Communications d/b/a UN Printing and Mailing**, whose address is 1429 Chase Court, Carmel, IN 46032 (hereinafter "Contractor").

The State and Contractor have agreed to amend the original contract.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

- A.** Paragraph 1 ("Duties of Contractor") is hereby amended to include the additional items listed below as part of Exhibit A:

<u>Requirements</u>	<u>Volume</u>
Consumer Protection letterhead	10,000
Consumer Protection envelopes	10,000
Consumer Complaint Forms	15,000
Consumer Project Letters	5,000
Consumer Consolidation Cards and Mailing	15,000
Consumer Fraud Forms	3,000
Telephone Privacy Notification Cards	1,000,000
<b>And mailing SERVICE</b>	
Advisory Opinion Books	120
Medicaid Fraud Letterhead	2,000
Medicaid Fraud envelopes	2,000
OAG mailing labels	1,000

- B.** Paragraph 2 ("Consideration") is hereby deleted in its entirety and replaced with the following:

**Consideration.** The maximum amount of this Agreement shall not exceed one hundred seventy-three thousand six hundred dollars (\$173,600.00).

- C.** Paragraph 3 ("~~Term~~ and Termination") is hereby deleted in its entirety and replaced with the following:

**Term.** The Agreement will be from May 1, 2002, to December 31, 2007.

- D.** Paragraph 9 ("Compliance with Laws") is hereby deleted in its entirety and replaced with the following:

**9. Compliance with Laws**

A. The Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of rules or regulations thereunder **after** execution of this Contract shall be reviewed by the State and the Contractor to determine whether the provisions of this Contract require **formal** modification.

B. The Contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the contractor is not familiar with these ethical requirements, the contractor should refer any questions to the State Ethics Commission, or visit the State Ethics Commission website at <<<<http://www.in.gov/ethics/>>>>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Contract immediately upon notice to the contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12.

C. The Contractor certifies by entering into this Contract, that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Contractor agrees that any payments currently due to the State may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied **and/or** this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the State.

D. The Contractor warrants that it has no pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, Contractor agrees that the State may delay, withhold, or deny work under this Contract and any supplements or amendments.

E. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State or its agencies, and the State decides to delay, withhold, or deny work to the Contractor, the Contractor may request that it be allowed to continue, or receive work, without delay. The Contractor must submit, in writing, a request for review to the Indiana Department of Administration (IDOA) following the procedures for disputes outlined herein. A determination by IDOA shall be binding on the parties.

F. Any payments that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest under IC 5-17-5.

G. The Contractor warrants ~~that~~ the Contractor and its subcontractors, if any, shall obtain and maintain all required permits, licenses, and approvals, as well as comply with all health, safety, and environmental statutes, rules, or regulations in

the performance of work activities for the State. Failure to do so may be deemed a material breach of this Contract and grounds for immediate termination and denial of **further** work with the State.

H. The Contractor **affirms** that it is properly registered and owes no outstanding reports with the Indiana Secretary of State.

I. Contractor agrees that the State may **confirm**, at any time, that no liabilities exist to the State, and, if such liabilities are discovered, that State may bar Contractor **from** contracting with the State in the future, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the Contractor is current in its payments on its liability to the State and has submitted proof of such payment to the State.

J. As required by IC 5-22-3-7:

(1) the Contractor and any principals of the Contractor certify that (A) the Contractor, except for de **minimis** and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation Of Consumers], (ii) IC 24-5-12 [Telephone Solicitations] , or (iii) IC 24-5-14 [**Regulation** of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

(2) The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor: (A) except for de **minimis** and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous **three hundred sixty-five** (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not **violate** the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

D. Paragraph 28 ("Payments") is hereby deleted in its entirety and replaced with the following:

28. **Payments.** All payments shall be made in arrears in conformance with State fiscal policies and procedures and, as required by IC 4-13-2-14.8, by electronic funds transfer to the financial institution designated by the Contractor in **writing** unless a specific **waiver** has been obtained **from** the Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Contract except as permitted by IC 4-13-2-20.

This amendment shall take effect upon execution.

All other matters previously agreed to and set forth in the original Agreement and subsequent amendments and not affected by this amendment shall remain in full force and effect.

**Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that **he/she** is the contracting party, or that **he/she** is the representative, agent, member, or officer of the contracting party, that **he/she** has not, nor has any other member, employee, representative, agent, or officer of the ~~firm~~, company, corporation or partnership represented by **him/her**, directly or indirectly, to the best of **his/her** knowledge, entered into or offered to enter into any combination, collusion, or agreement to receive or pay, and that **he/she** has not received or paid, any sum of money or other consideration for the execution of this agreement other than that which appears upon the face of this agreement.

**THE REST OF THIS PAGE IS LEFT BLANK INTENTIONALLY.**

IN WITNESS WHEREOF, Contractor and the State of Indiana have, through duly authorized representatives, entered into this agreement. The parties having read and understand the foregoing terms of the contract do by their respective signatures dated below hereby agree to the terms thereof.

UN Communications d/b/a  
UN Printing and Mailing

By: WB Condon, Pres.

Indiana Attorney General

By: [Signature]  
Stephen Carter  
Attorney General of Indiana

Date: 12/28/05

Date: 12/31/05

APPROVED BY:

DEPARTMENT OF ADMINISTRATION

OFFICE OF MANAGEMENT AND BUDGET

By: Susan H. Goode (for)  
Earl A. Goode,  
Commissioner

By: Zachary Q. Schallol (for)  
Charles E. Schallol,  
Director

Date: 1-12-06

Date: 1/13/2006

APPROVED AS TO FORM AND  
LEGALITY:

By: [Signature] (for)  
Stephen Carter,  
Attorney General of Indiana

Date: 1-20-06

**SECOND AMENDEMENT TO CONTRACT**  
**A56-2-02-19**

This is the Second Amendment to the original Contract and First Amendment entered into by and between the State of Indiana acting by and through the Office of the Attorney General (the "State") and UN Communications, Inc. d/b/a UN Printing and Mailing (the "Contractor").

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

Paragraph 2 (Consideration) is deleted in its entirety and replaced with the following:

The maximum amount of this agreement shall not exceed one hundred six thousand six hundred dollars (\$106,600.00).

Paragraph 3 (Term and Termination) is deleted in its entirety and replaced with the following:

The term of this agreement will be from May 1, 2002 to December 31, 2005.

The following paragraph is added to and made a part of the Contract:

The Contractor shall abide by all ethical requirements that apply to persons who have a business relationship with an agency, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <<<<http://www.in.gov/ethics/>>>>. If the Contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the Contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12.

This Second Amendment shall take effect upon execution by the State.

All other matters previously agreed to and set forth in the Contract and First Amendment and not affected by this Second Amendment shall remain in full force and effect.

**Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that he/she is the duly authorized representative, agent, or officer of the Contractor, that he/she has not, nor has any other employee, representative, agent, or officer of the Contractor, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion, or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Second Amendment, other than that which appears upon the face hereof.

**IN WITNESS WHEREOF**, Contractor and the State of Indiana have, through their duly authorized representatives, entered into this Second Amendment. The parties having read and understand the foregoing do by their respective signatures dated below hereby agree to the terms thereof.

UN Communications, Inc.  
d/b/a UN Printing and Mailing

Indiana Office of the Attorney General

By: Patricia B. Bengs

By: Gregory F. Zoeller  
Gregory F. Zoeller,  
Chief Deputy

Printed Name: PATRICIA B. BENGS

Date: 1-28-05

Date: 1-31-05

APPROVED BY:

DEPARTMENT OF ADMINISTRATION

STATE BUDGET AGENCY

By: E. Douglas Seidman (for)  
Earl A. Goode,  
Commissioner

By: Joe A. Penn (for)  
Charles Schalliol,  
Director

Date: 2/3/05

Date: 2/8/05

APPROVED AS TO FORM AND  
LEGALITY:

By: Stephen Carter (for)  
Stephen Carter,  
Attorney General of Indiana

Date: 2/9/05

FIRST AMENDMENT/RENEWAL TO CONTRACT

A56-2-02-19

Pursuant to IC 5-22-17-4 and the terms of its Professional Services Contract (the "Contract") dated May 16, 2002 with UN Communications, Inc. d/b/a UN Printing and Mailing (the "Contractor"), the Office of the Attorney General ("State") and Contractor, by mutual agreement, amend and renew this Contract.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

1. Paragraph 1 is amended to add the items outlined in Exhibit A, attached hereto and incorporated herein by reference.
2. Paragraph 3 ("~~Term~~ and Termination") is deleted in **its** entirety and replaced with the following:

The term of this agreement will be **from** May 1, 2002 to January 31, 2005.

3. Total amount of **this amendment/renewal** is \$54,600.00. Total remuneration of the Contract is not to exceed \$86,600.00.

All **other** matters previously agreed to and set forth in the original Contract and not affected by this First **Amendment/Renewal** shall remain in full force and effect.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that **he/she** has been duly authorized by the Contractor to sign this First **Amendment/Renewal** and, that **he/she** has not, nor has any other employee, representative, agent, or officer of Contractor, directly or **indirectly**, to the best of **his/her** knowledge, entered into or offered to enter into any combination, collusion, or agreement to receive or pay, and that **he/she** has not received or paid, any sum of money or other consideration for the execution of this First **Amendment/Renewal**, other than that which appears upon the face hereof.

IN WITNESS **WHEREOF**, Contractor and the State have, through duly authorized representatives, entered into this First **Amendment/Renewal**. The parties having read and understand the foregoing terms of the First **Amendment/Renewal** do by their respective signatures dated below hereby agree to the terms thereof.

UN Communications, Inc. d/b/a  
UN Printing and Mailing

Office of the Indiana Attorney General

By: W. J. Conner

By: L. J. Hooper

Title: President

Title: C.E.O.

Date: 2/24/04

Date: 3-1-04



APPROVED BY:

DEPARTMENT OF ADMINISTRATION

STATE BUDGET AGENCY

By: L. Douglas Seidman (for)  
Charles Martindale,  
Commissioner

By: Amy McFadden (for)  
Marilyn Schultz,  
State Budget Director

Date: 3/5/04

Date: 3-9-04

APPROVED AS TO FORM AND  
LEGALITY:

By: Stephen Carter (for)  
Stephen Carter,  
Attorney General of Indiana

Date: 3-10-04

**EXHIBIT A**

<u>ITEM</u>	<u>QUANTITY</u>
Consumer Protection Letterhead	10,000
Consumer Protection Envelopes	10,000
Consumer Complaint Forms	15,000

SF4789S (4-97)

# APPLICATION FOR MBE/WBE PROGRAM WAIVER

Application for MBE/WBE Program Waiver is hereby submitted for the RFP listed below.

DATE OF APPLICATION 3 / 3 / 04

RFP # Renewed Contract

RFP NAME

OFFEROR Unl Communications Inc

ADDRESS 1429 Chas. G

CITY/STATE/ZIP Carmel IN 46032

TELEPHONE ( 317 844 8622 )

**Please indicate reason(s) for application below:**

Unable to locate MBE/WBE engaged in \_\_\_\_\_

Unable to secure competitive price in \_\_\_\_\_

~~X~~ Other (see attached description)

**Please Indicate MBE/WBE firms contacted below:**

<u>MBE/WBE</u>	<u>TYPE OF ATTEMPT</u>	<u>DATE(S) ATTEMPTED</u>	<u>RESULTS</u>
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**Please indicate which firms are MBE and which are WBE**  
**\*If additional room is necessary, please attach a separate page**

Wb Condon, Pres  
APPLICANT'S SIGNATURE

3/3/04

**THIS DOCUMENT MUST BE INCLUDED IN YOUR PROPOSAL**

----- MEMO / BCorbin -----

March 3, 2004

from: William G. Corbin, President  
UN Communications, Inc.  
dba UN Printing & Mailing  
1429 Chase Court  
Carmel, IN 46032  
317-844-8622 ext 330 fax 573-0239  
email: BCorbin@UNCommunications.com website: <http://www.UNPrinting.com>

TO: Tony Rogers, Controller  
Office of the Attorney General

RE: Minority Participation Waiver

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As indicated on the attached form. I ! ! Communications, Inc. is unable to involve minority owned vendors under the terms of our contract because all elements of the project are handled in-house with the exception of paper buy, pre-press materials buy. and ink purchase. In all cases, vendors are publicly held multi-national enterprises.

Please advise if additional information is required.

WB Corbin

## **PROFESSIONAL SERVICES CONTRACT**

**THIS CONTRACT** is between the **Office of the Indiana Attorney General** (hereinafter the "State") and **UN Communications Inc. d/b/a UN Printing and Mailing**, whose address is 1429 Chase Court, Carmel, IN 46032 (hereinafter "Contractor").

### **WITNESSETH**

**WHEREAS**, the State is in need of a printer for publications, brochures, and other printed materials; and

**WHEREAS**, the Contractor has, among other things, particularized expertise and knowledge in printing said items.

**NOW THEREFORE**, in consideration of the premises and the mutual promises herein contained, the State and the Contractor agree as follows:

#### **1. Duties of Contractor**

Contractor shall provide printed materials, assist in development of new publications and/or brochures or other materials as required. Services encompass multiple Indiana Code references concerning consumer issues and general information. Order for publication and/or brochures are based on existing program director supply levels and demands for information. Please see Exhibit A – RFP and Exhibit B - Response, attached hereto and incorporated herein by reference.

#### **2. Consideration**

The **maximum** amount of this agreement shall not exceed **thirty-two** thousand dollars (\$32,000.00).

#### **3. Term**

The term of this Agreement will be from May 1, 2002 to April 30, 2004.

#### **4. Access to Records**

Contractor shall maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this contract. Contractor shall make such materials available at its offices at all reasonable times during the contract period, and for three (3) years from the date of final payment under the contract, for inspection by the State or by any other authorized representative of state government. Copies thereof shall be furnished at no cost to the State if requested.

#### **5. Assignment**

Contractor shall not assign or subcontract the whole or any part of this contract without the State's prior written consent. Contractor may assign its right to receive payments to such third parties as Contractor may desire without the prior written consent of the State, provided that Contractor gives written notice (including evidence of such

assignment) to the State thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this contract and shall not be made to more than one party.

#### **6. Audits**

Contractor acknowledges that it may be required to submit to an audit of **funds** paid through this agreement. Any such audit shall be conducted in accordance with IC 5-11-1, and audit guidelines specified by the State.

#### **7. Authority to Bind Contractor**

Notwithstanding anything in the contract to the contrary, the signatory for the Contractor represents that **he/she** has been duly authorized to execute contracts on behalf of the Contractor designated above and has obtained all necessary or applicable approvals from the home office of the Contractor to make this contract **fully** binding upon the Contractor when **his/her** signature is **affixed** and is not subject to home office acceptance hereto when accepted by the State of Indiana.

#### **8. Changes in Work**

In the event the State requires a major change in scope, character or complexity of the work after the work has progressed, adjustments in compensation to Contractor shall be determined by the State in the exercise of its honest and reasonable judgment. Contractor shall not commence any additional work or the change of the scope of the work until authorized in writing by the State. No claim for additional compensation shall be made in the absence of a prior **written** approval executed by all signatories hereto.

#### **9. Compliance with Laws**

Contractor agrees to comply with all applicable federal, state and local laws, rules, regulations or ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of regulations thereunder after execution of this contract shall be reviewed by the State and Contractor to determine whether the provisions of the contract require formal modification.

#### **10. Confidentiality of Data, Property Rights in Products, and Copyright Prohibition**

The Contractor **further** agrees that all information, data, findings, recommendations, proposals, etc. by whatever name described and by whatever form secured, developed, written or produced by the Contractor in furtherance of this Contract shall be the property of the State. The Contractor shall take such action as is necessary under law to **preserve** such property rights in and of the State while such property is within the control **and/or** custody of the Contractor. By this contract, the Contractor specifically waives and /or releases to the State any cognizable property right of the Contractor to copyright, license, patent or otherwise use such information, data, findings, recommendations, proposals, etc.

## **11. Confidentiality of State Information**

Contractor understands and agrees that data, materials and information disclosed to Contractor may contain confidential and protected data. Therefore, Contractor promises and assures that data, material and information gathered, based upon or disclosed to Contractor for the purposes of this contract, will not be disclosed to others or discussed with other parties without the prior written consent of the State.

All information, data and reports existing, available and necessary for the **carrying** out of Contractor's services shall be **furnished** to Contractor without charge by the State, and the State shall cooperate with Contractor in every way possible in carrying out the scope of Contractor's services.

## **12. Conflict of Interest**

A. As used in this section:

"Immediate Family" means the spouse and unemancipated children of an individual.

"Interested Party" means:

1. The individual executing this Contract;
2. **An** individual who has an interest of three percent (3%) or more of Contractor, if Contractor is not an individual; or
3. **Any** member of the immediate family of an individual specified under subdivision 1 or 2.

"Department" means the Indiana Department of Administration.

"Commission" means the State Ethics Commission.

B. The Department may cancel this Contract without recourse by Contractor if any interested party is an employee of the State of Indiana.

C. The Department will not exercise its right of cancellation under section B, above, if Contractor gives the Department an opinion by the Commission indicating that the existence of this Contract and the employment by the State of Indiana of the interested party does not violate any statute or code relating to ethical conduct of state employees. The Department may take action, including cancellation of this contract, consistent with an opinion of the Commission obtained under this section.

D. Contractor has an affirmative obligation under this contract to disclose to the Department when an interested party is or becomes an employee of the State of Indiana. The obligation under this section extends only to those facts that Contractor knows or reasonably could know.

## **13. Continuity of Services**

- A. The Contractor recognizes that the services under this contract are vital to the State and must be continued without **interruption** and that, upon contract expiration, a successor, either the State or another Contractor, may continue them. The Contractor agrees to:

1. Furnish phase-in-training, and
2. Exercises its best efforts and cooperation to effect an orderly and efficient transition to a successor.

B. The Contractor shall be allowed **as** many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e. costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations).

#### **14. Debarment and Suspension**

Contractor certifies, by entering into this contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this contract by any federal agency or department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this contract is defined as an officer, director, **owner**, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Contractor.

#### **15. Default by State**

If the State, sixty (60) days after written notice, fails to cure any breach of this Contract, then Contractor may cancel and terminate this contract and collect all monies due up to and including the date of termination.

#### **16. Disputes**

Should any disputes arise with respect to this contract, Contractor and the State agree to act immediately to resolve any such disputes. Time is of the essence in the resolution of disputes.

Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this contract that are not affected by the dispute. Should the Contractor fail to continue to perform its responsibilities as regards all non-disputed work, **without** delay, any additional costs incurred by the State or Contractor as a result of such failure to proceed shall be borne by Contractor, and Contractor shall make no claim against the State for such costs. If the State and Contractor cannot resolve a dispute **within** ten (10) working days following notification in writing by either party of the existence of said dispute then the following procedure shall apply:

The parties agree to resolve such matters through submission of their dispute to the **Commissioner** of the Indiana Department of Administration. The Commissioner shall reduce a decision to **writing** and mail or otherwise furnish a copy thereof to Contractor and the State within ten (10) working days **after** presentation of such dispute for action. The Commissioner's decision shall be final and conclusive unless either party mails or otherwise **furnishes** to the Commissioner, within ten (10) working days after receipt of



the Commissioner's decision, a written appeal. Within ten (10) working days of receipt by the Commissioner of a **written** request for appeal, the decision may be reconsidered. If no reconsideration is provided **within** ten (10) working days, the parties may mutually agree to submit the dispute to arbitration for a determination, or otherwise the dispute shall be submitted to an Indiana court of competent jurisdiction.

The State may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the State to Contractor of one or more invoices not in dispute in accordance **with** the terms of this contract will not be cause for Contractor to terminate this contract, and Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

### **17. Drug-Free Workplace**

Contractor hereby covenants and agrees to make a good faith effort to provide and maintain during the term of this contract a drug-free workplace. Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor has been convicted of a criminal drug violation occurring in Contractor's workplace.

False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract or agreement **and/or** debarment of contracting opportunities with the State of Indiana for up to **three (3)** years.

In addition to the provisions of the above paragraphs, if the total contract amount set forth in this agreement is in excess of **\$25,000.00**, Contractor hereby further agrees that this agreement is expressly subject to the terms, conditions, and representations of the following certification:

This certification is required by Executive Order No. 90-5. April 12, 1990, issued by the Governor of Indiana. Pursuant to its delegated authority, the Indiana Department of Administration is requiring the inclusion of this certification in all contracts **with** and grants **from** the State of Indiana in excess of **\$25,000.00**. No **award** of a contract shall be made, and no contract, purchase order or contract, the total amount of which exceeds \$25,000.00, shall be valid, unless and until this certification has been fully executed by Contractor and made a part of the contract or contract as part of the contract documents.

Contractor certifies and agrees that it will provide a drug-free workplace by:

- A.** Publishing and providing to all of its employees a statement notifying their employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Contractor's workplace and **specifying** the actions that will be taken against employees for violations of such prohibition.

- B. Establishing a drug-free awareness program to inform their employees of (1) the dangers of drug abuse in the workplace; (2) Contractor's policy of maintaining a drug-free workplace; (3) any available drug consulting, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace.
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction.
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations **occurring** in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

#### **18. Employment Option**

If the State determines that it would be in the State's best interest to hire an employee of the Contractor, the Contractor **will** release selected employee **from** any non-compete contracts that may be in effect. This release will be at no cost to the State or the employee.

#### **19. Force Majeure**

In the event that either party is unable to perform any of its obligations under this contract or to enjoy any of its benefits because of natural disaster, actions or decrees of governmental bodies, or communication line failure not the fault of the affected party (hereinafter referred to as a Force **Majeure** Event), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this contract shall be immediately suspended. If the period of nonperformance exceeds **thirty (30) days** from the receipt of notice of the Force **Majeure** Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this contract.

## **20. Funding Cancellation**

When the director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of a contract, the contract shall be canceled. A determination by the Budget Director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

## **21. Governing Laws**

This contract shall be construed in accordance with, and governed by the laws of the State of Indiana and suit, if any, must be brought in the State of Indiana.

## **22. Indemnification**

Contractor agrees to indemnify, defend, and hold harmless the State of Indiana and its agents, officials, and employees from all claims and suits, including court costs, attorney's fees, and other expenses caused by any act or omission of Contractor. The State shall not provide such indemnification to Contractor.

## **23. Independent Contractor**

Both parties hereto, in the performance of this contract, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume any liability for any injury (including death) to any persons, or damage to any property arising out of the acts or omissions of the agents, employees of the other party. Contractor shall be responsible for providing all necessary unemployment and worker's compensation insurance for Contractor's employees.

## **24. Licensing Standards**

The parties agree that Contractor and its employees will comply with all applicable licensing standards, certification standards, accrediting standards and any other laws or regulations governing services to be provided by the Contractor pursuant to this agreement. State shall not be required to reimburse Contractor for any services performed when Contractor or its employees are not in compliance with such applicable standards, laws, or regulations. If licensure, certification or accreditation expires or is revoked, Contractor agrees to notify State immediately thereof.

## **25. Nondiscrimination**

Pursuant to IC 22-9-1-10 and the Civil Rights Act of 1964, Contractor shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, if any, with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Breach of this covenant may be regarded as a material breach of contract. Acceptance of this contract also signifies compliance with applicable federal laws, regulations, and executive orders

prohibiting discrimination in the provision of services based on race, color, national origin, age, sex, disability or status as a veteran.

## **26. Notice to Parties**

Whenever any notice, statement or other communication shall be sent to the State or Contractor, it shall be sent to the following address, unless otherwise specifically advised.

A. Notice to the State shall be sent to:

Office of the Attorney General  
Attn: Susan Nelson  
402 West Washington Street, 5<sup>th</sup> Floor  
Indianapolis, IN 46204

B. Notice to Contractor shall be sent to:

UN Communication, Inc. d/b/a UN Printing and Mailing  
Attn: Bill Corbin  
1429 Chase Court  
Carmel, IN 46032

## **27. Ownership of Documents & Materials**

All documents, records, programs, data, film, tape, articles, memos, and other materials developed under this contract shall be considered "work for hire" and the Contractor transfers **any** ownership claim to the State of Indiana and all such matters will be the property of the State of Indiana. Use of these materials, other than related to contract performance by the Contractor, without the prior **written** consent of the State, is prohibited. During the **performance** of the services specified herein, the Contractor shall be responsible for any loss of or damage to these materials developed for or supplied by the State and used to develop or assist in the services provided herein while the materials are in the possession of the Contractor. Any loss or damage thereto shall be restored at **the** Contractor's expense. Full, immediate, and unrestricted access to the work product of the Contractor during the term of this Contract shall be available to the State.

## **28. Payments**

All payment obligations shall be made in arrears in accordance with Indiana law and state fiscal policies and procedures.

## **29. Penalties/Interest/Attorney's Fees**

The State will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest, or attorney's fees, except as required by Indiana law, in part, IC 5-17-5-1 et seq., IC 34-54-8-5: and IC 34-13-1-6.

Notwithstanding the provisions contained in IC 5-17-5, the Parties stipulate and agree that any liability resulting from the State of Indiana's failure to make prompt payment shall be based solely on the amount of **funding** originating from the State of Indiana and shall not be based on funding from federal or other sources.

### **30. Progress Reports**

The Contractor shall submit progress reports to the State upon request. The report shall be oral, unless the State, upon receipt of the oral report, should deem it necessary to have it in written form. The progress reports shall serve the purpose of assuring the State that work is progressing in line with the schedule, and that completion can be reasonably assured on the scheduled date.

### **31. Renewal Option**

This contract may be renewed under the same terms and conditions subject to the approval of the Commissioner of the Department of Administration and the State Budget Director in compliance with IC 5-22-17-4. Exercise of this option is at the sole discretion of State and is not subject to contract or acceptance by Contractor. The renewal term of the contract may not exceed the original term.

### **32. Severability**

The invalidity of any section, subsection, clause or provision of the Contract shall not affect the validity of the remaining sections, subsections, clauses or provisions of the Contract.

### **33. Substantial Performance**

This contract shall be deemed to be substantially performed only when fully performed according to its terms and conditions and any modification thereof.

### **34. Successors and Assignees**

Contractor binds its successors, executors, administrators, and assignees to all covenants of this contract. Except as above set forth, Contractor shall not assign, sublet or transfer any interest in this contract without the prior written consent of the State.

### **35. Taxes**

The State of Indiana is exempt from state, federal and local taxes. The State will not be responsible for any taxes levied on Contractor as a result of this contract.

### **36. Termination for Convenience**

This contract may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination of services shall be affected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Contractor shall be compensated for services properly rendered prior to the effective date of termination. The State will not be liable for services performed after effective date of termination. The Contractor shall be compensated for services herein provided but in no case shall total payment made to Contractor exceed the original contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date.

### **37. Termination for Default**

- A. With the provision of ten (10) days notice to the Contractor, the State may terminate this contract in whole or in part, if the Contractor **fails to:**
  - 1. Correct or cure any breach of this contract;
  - 2. Deliver the supplies or perform the services within the time specified in this contract or any extension;
  - 3. Make progress so **as** to endanger performance of this contract; or
  - 4. Perform any of the other provisions of this contract.
- B. If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the State considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue work not terminated.
- C. The State shall pay the contract price for completed supplies delivered and services accepted. The Contractor and the State shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be disputed under the Disputes clause. The State may withhold from these amounts any sum the State determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.
- D. The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract.

### **38. Travel**

Expenditures made by the Contractor for travel will be reimbursed by the State at the current rate paid by the State of Indiana. Travel expenses can only be reimbursed in accordance with the State Travel Policies and Procedures as specified in the current Financial Management Circular (#97-1.1). Out-of-state travel requests must be reviewed by the State for availability of **funds** and for appropriateness per Circular guidelines.

### **39. Waiver of Rights**

No right conferred on either party under this contract shall be deemed waived and no breach of this contract excused, unless such waiver or excuse shall be in writing and signed by the **party** claimed to have waived such right.

### **40. Work Standards**

Contractor agrees to execute its responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the State becomes dissatisfied with the work product or the working relationship with those individuals assigned to work on this contract, the State may request in writing the replacement of any or all such individuals and Contractor shall grant such request.

#### **41. Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that **he/she** is the contracting party, or that **he/she** is the representative, agent, member, or officer of the contracting party, that **he/she** has not, nor has any other member, employee, representative, agent, or officer of the firm, company, corporation or partnership represented by **him/her**, directly or indirectly, to the best of **his/her** knowledge, entered into or offered to enter into any combination, collusion, or agreement to receive or pay. and that **he/she** has not received or paid, any sum of money or other consideration for the execution of this agreement other than that which appears upon the face of this agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, Contractor and the State of Indiana have, through duly authorized representatives, entered into this agreement. The parties having read and understand the foregoing terms of the contract do by their respective signatures dated below hereby agree to the terms thereof.

UN Communication, Inc. d/b/a  
UN Printing and Mailing

By: [Signature]  
Bill Corbin

Office of the Attorney General

By: [Signature]  
Stephen Carter,  
Attorney General of Indiana

Date: 4/18/02

Date: April 26, 2002

APPROVED BY:

DEPARTMENT OF ADMINISTRATION

STATE BUDGET AGENCY

By: [Signature] (for) By: [Signature] (for)  
Glenn Lawrence, Betty Cockrum,  
Commissioner State Budget Director

Date: 5/10/02

Date: 5/15/02

APPROVED AS TO FORM AND  
LEGALITY:

By: [Signature] (for)  
Stephen Carter,  
Attorney General of Indiana

Date: 5/16/02

44753



## EXHIBIT A - RFP

### Requirements

1. Contractor must be able to provide all printing services shown in attached print quantity and specification displays.
2. Any orders for publications, brochures or other items in the contract shall be ordered by the Communications Director via a requisition number which must appear on invoices presented for payment.
3. Delivery of orders is to be made within 14 days for reprint orders and 21 days for new work.
4. Recycled paper may be up to 20% of paper quality/content.
5. No changes may be made to design or content without written approval of the Communications Director, Office of the Attorney General (OAG)..
6. Publications and brochures or other printed material and its content thereof and any re-design work between the Attorney General and Contractor are the property of the Attorney General and may not be used for any other purpose.
7. All design and other supporting work are the property of the Attorney General and are to be transferred to the Communications Director, Office of the Attorney General upon expiration or termination of the contract.
8. New publications required will be preceded by a written detailed quote estimate from the contractor and written Office of the Attorney General approval prior to proceeding with work.
9. The Office of the Attorney General may terminate printing of particular brochures and substitute new brochures as appropriate due to law or other changes.
10. Printing of brochures is based on periodic orders placed by the OAG Communications Director based on information demands and inventory available.
11. The following are printing specifications for the collateral materials used by the Attorney General's Office. Contractor will perform to these specifications:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
Address Confidentiality Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)	5,000
General Information Brochure	8.5 x 17.25; (5 panels double-sided)	10,000
Victims Assistance Brochure	8.5 x 17.25 (5 panels double-sided)	10,000
Home Improvement Brochure	8.5 x 11 (hi-fold to 3 5/8 x 8 1/2)	10,000
Lemon Law Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)	10,000
Telemarketing Fraud Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)	10,000
Telemarketing Fraud (Spanish)	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)	5,000
Telephone Privacy List Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)	50,000
Unclaimed Property Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)	10,000
<b>*the same specs apply for all the brochures: full bleed; two color (PMS 280 Blue, PMS 109 Yellow), headers and subheads in Eras font; text and Carter's name in ITC Centurybook Condensed font; paper stock is 80# Somerset Gloss</b>		
#10 Envelopes with PO Box address and AG seal	1 color – PMS 280 Blue; no bleeds, 28# Signet Wove – white	1,000
Catalog Envelopes w/PO Box address and AG seal	9 1/2 x 12 1/2 size; 1 color – PMS 280 Blue; no bleeds; 28# Signet Wove – white	1,000
#10 Envelopes with return address and AG seal	1 color – PMS 280 Blue; no bleeds, 24# Signet Wove – white	50,000

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
Catalog Envelopes w/return address and AG seal	9 ½ x 12 ½ size; 1 color – PMS 280 Blue; no bleeds; 24# Signet Wove – white	50,000
Pocket folders with insert & tissue	9x12 size w/2 pockets; 2 color – PMS 280 Blue and PMS 109 Yellow one side plus gloss varnish; whleeds; die cut slits for brochure inserts in each pocket; 12 Pt. Tango coated one side – 80# Somerset Gloss; tissue overlay: 17# W Ultra 2 flyleaf; stitch in 2 11x17's into pocket folder; small boxed images on cover to reflect diverse general public served	1,000
Plain pocket folders	9x12 size with two pockets 2 color – PMS 280 Blue and PMS 109 Yellow one side plus gloss varnish; with bleeds; die cut slits for brochure inserts in each pocket; 12 Pt. Tango coated one side; small boxed images on cover to reflect diverse general public served	5,000
Inserts for pocket folders	11x17 size; four color; two-sided whleeds; 80# Somerset Gloss text – white	20,000
Constitution Booklets	Disk ready text; 4 color cover w/bleeds; 1 color text w/no bleeds; 70# Lynx Opaque Text – White/ 80# Somerset Gloss Cover; 76 pages + cover; 5 ½ x 8 ½ finished size/ Saddlestitched	5,000
News Release Stationery	8 ½ x 11 size; 2 color – PMS 280 Blue and PMS 109 Yellow one side w/bleeds; 60# Lynx Opaque Offset – White; piece stays flat; paper cut to give "grain long" sheet	5,000
Master Flyer Form	8 ½ x 11 size; 2 color – PMS 280 Blue and PMS 109 Yellow one side whleeds; 60# Lynx Opaque Offset – White; piece stays flat; paper cut to give "grain long" sheet	50,000
Consumer Survival Handbook	5 ½ x 8 ½ size; 2 color – PMS 280 Blue and PMS 109 Yellow; cover whleeds; 80# gloss cover; 70# gloss text; pocket on inside back cover; wire-o binding	1,000
TPL postcards	5 ½ x 8 ½ size; 2 color – PMS 280 Blue and PMS 109 Yellow; no bleeds; 9 pt. reply card stock	varies
TPL complaint forms	8 ½ x 11 size; 3 color – black and PMS 280 Blue and PMS 109 Yellow; no bleeds; 70# lynx offset white	5,000
TPL cover letter stationery	using master flyer form	

### **Scope of Work**

The **Office** of the Attorney General is seeking a printer for publications, brochures and other printed materials. Services encompass multiple Indiana Code references concerning consumer issues and general information. Orders for publications **and/or** brochures are based on existing program director supply levels and demands for information. The selected respondent will provide printed materials, assist in development of new publications **and/or** brochures or other materials as required.

### **Selection Process**

Responses to this proposal will be evaluated by an evaluation team. Each response will be evaluated on the categories listed **below**. Based on the results of evaluation, the response determined to be most advantageous for the **Office** of the Attorney General, taking into account all evaluation items, may be selected for further action.

Responses will be based on **the** ability of the respondent to satisfy the requirements in a cost effective manner. Specific criteria are:

- a. Response to specifications.
- b. Capacity to accommodate total printing requirements.
- c. Ability to meet the enclosed printing specifications.
- d. Client references. (3 minimum)
- e. Respondent document quality, completeness and consistency.
- f. Respondent's proposed total cost.
- g. Satisfactory completion and submission of the enclosed Minority Business Participation Plan.

### **Requirements**

12. Estimated contract period: two (2) years with a one (1) year renewable option.
13. Respondents must be able to provide all printing services shown in attached print quantity and specification displays.
14. Any orders for publications, brochures or other items in the contract shall be ordered via a requisition number which must appear on invoices presented for payment.
15. Delivery of orders is to be made within 14 days for reprint orders and 21 days for new work.
16. Recycled paper may be up to 20% of paper **quality/content**.
17. No changes may be made to design or content without written approval of the Communications Director.
18. Publications and brochures or other printed material and its content thereof and any re-design work **between** the Attorney General and Contractor are the property of the Attorney General and may not be used for any other purpose.
19. All design and other supporting work are the property of the Attorney General and are to be transferred to the Communications Director, Office of the Attorney General upon expiration or termination of the contract.
20. New publications required will be preceded by a written detailed quote estimate from the contractor and written Office of the Attorney General approval prior to proceeding with work.
21. The **Office** of the Attorney General may **terminate** printing of particular brochures and substitute new brochures as appropriate due to law or other changes.
22. Printing of brochures is based on periodic orders placed by the OAG Communications Director based on information demands and inventory available.
23. **Printing Specifications for OAG Collateral Materials:** The following are printing specifications for the collateral materials used by the **Office** of the Attorney General.

<u>ITEM</u>	<u>DESCRIPTION</u>
Address Confidentiality Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)
General Information Brochure	8.5 x 17.25; (5 panels double-sided)
Victims Assistance Brochure	8.5 x 17.25 (5 panels double-sided)
Home Improvement Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)
Lemon Law Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)
Telemarketing Fraud Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)
Telemarketing Fraud (Spanish)	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)
Telephone Privacy List Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)
Unclaimed Property Brochure	8.5 x 11 (tri-fold to 3 5/8 x 8 1/2)

"the same specs apply for all the brochures: full bleed; two color (PMS **280** Blue, PMS **109** Yellow), headers and subheads in Eras font; text and **Carter's** name in ITC **Centurybook** Condensed font; paper stock is **80#** Somerset Gloss

#10 Envelopes with PO Box address 1 color – PMS 280 Blue; no bleeds,  
and AG seal 28# Signet Wove – white

Catalog Envelopes w/PO Box address 9 1/2 x 12 1/2 size; 1 color – PMS 280 Blue;  
and AG seal no bleeds; 28# Signet Wove – white

#10 Envelopes with return address 1 color – PMS 280 Blue; no bleeds,  
and AG seal 24# Signet Wove – white

Catalog Envelopes w/return address 9 1/2 x 12 1/2 size; 1 color – PMS 280 Blue;  
and AG seal no bleeds; 24# Signet Wove – white

Pocket folders with insert & tissue 9x12 size w/2 pockets; 2 color – PMS 280 Blue  
and PMS 109 Yellow one side plus gloss varnish;  
w/bleeds; die cut slits for brochure inserts in each pocket;  
12 Pt. Tango coated one side – 80# Somerset Gloss;  
tissue overlay: 17# UV Ultra 2 flyleaf; stitch in 2 11x17's  
into pocket folder; small boxed images on cover to reflect diverse  
general public served

Plain pocket folders 9x12 size with two pockets 2 color – PMS 280 Blue  
and PMS 109 Yellow one side plus gloss varnish;  
with bleeds; die cut slits for brochure inserts in each pocket;  
12 Pt. Tango coated one side; small boxed images on cover to  
reflect diverse general public served

Inserts for pocket folders 11x17 size; four color; two-sided w/bleeds;  
80# Somerset Gloss text – white

Constitution Booklets Disk ready text; 4 color cover w/bleeds; 1 color text  
w/no bleeds; 70# Lynx Opaque Text – White/ 80# Somerset  
Gloss Cover; 76 pages + cover; 5 1/2 x 8 1/2 finished size/  
Saddlestitched

News Release Stationery

8 ½ x 11 size; 2 color – PMS 280 Blue and PMS  
109 Yellow one side whleeds; 60# Lynx Opaque Offset –  
White; piece stays flat paper cut to give "grain long" sheet

Master Flyer Form

8 ½ x 11 size; 2 color – PMS 280 Blue and PMS  
109 Yellow one side whleeds; 60# Lynx Opaque Offset –  
White; piece stays flat; paper cut to give "grain long" sheet

**Estimated Print Quantities**

<b>Printing Item</b>	<b>Estimated Quantity</b>	<b>Maximum Recycled Paper Percent</b>
#10 Envelope w\blue return address	50,000	20%
#10 Envelopes (P.O. Box Version)	1,000	20%
Address Confidentiality Brochure	5,000	20%
Catalogue Envelope (P.O. Box Version)	1,000	20%
Catalogue Envelopes	50,000	20%
Constitution Booklet	5,000	20%
General Information Brochure	10,000	20%
Home Improvement Brochure	10,000	20%
Lemon Law Brochure	10,000	20%
Master Flyer Form	50,000	20%
News Release Stationary	5,000	20%
OAG Card Stationary	2,500	20%
Pocket Folder w\Insert, Tissue	1,000	20%
Pocket Folders--Plain	1,000	20%
Telemarketing Fraud Brochure	10,000	20%
Telemarketing Fraud Brochure--Spanish	5,000	20%
Telephone Privacy Brochure	50,000	20%
Telephone Privacy Round Stickers	1,500	20%
Unclaimed Property Brochure	10,000	20%
Victims Assistance	10,000	20%
Consumer Survival Handbook	1,000	20%



## UN Printing & Mailing

February 28, 2002

W. A. Rogers  
Director of Administration  
402 West Washington Street, Fifth Floor  
Indianapolis, IN 46204-2770

Dear Mr. Rogers:

Enclosed please find the quotations requested by your letter of February 6, 2002

By my signature below, UN Communications, Inc. indicates understanding and acceptance of the requirements attached to the February 6, 2002, letter.

We are pleased to be able to present the best possible credentials for this work...actual performance on your office's work over the past 12+ months. It was a privilege to work with your people in the creation of a set of printed material that, by any standard, Indiana or national, qualifies as top notch.

It seems relevant to point out that the variety of services required by your office is broad, and quality requirements are high, as they should be. Our company has the range of services necessary to smoothly handle the range of your work. Among the features we provide:

- In house graphic design able to execute at agency-level design standards without the cost of advertising agency contracts.
- Large capacity presses capable of delivering the quality you expect.
- Complete in-house bindery services.
- In-house mail processing services.

We look forward to continued service – and consider it a point of Hoosier pride that we have been involved in the creation of quality printed materials so relevant to Indiana citizens.

Please advise if additional information is needed.

Sincerely,

William G. Corbin, President

**Exhibit B**

**UN COMMUNICATIONS, INC.**

dba UN Printing, UN Mailing, Beckett-Highland Publishing

1429 Chase Court • Carmel, Indiana 46032-7502 • 317/844-8622 • FAX 317/573-0239 • Website: [www.unprinting.com](http://www.unprinting.com) • E-Mail: [info@unprinting.com](mailto:info@unprinting.com)



## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46032  
PH: 317/844-8622  
FAX: 317/573-0239  
www.CN'rinting.com  
info@UNCommunications.com

February 28, 2002

Susan L. Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fas: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please **review** these specifications **carefully** to be certain we fully understand your instructions.

Estimate Number: 7439  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

#10 Envelope  
Plate Pull  
1/0 PMS 280 Blue; No Bleeds  
24# Signer Wove Env. - White

### Estimate Totals:

Quantity:	50,000
Price:	1,334.00
Total:	<u>\$1,334.00</u>

### Please Note:

It is UN's objective that your final invoice matches your **expectation**. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends **unbudgeted** time making art print ready.
- Quote based on estimated amount of UN graphic design: **Actual** time exceeds budgeted **time**.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: **Actual** job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications **vs.** any **of** these issues, and contact us if you have questions. UN will contact **you** immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46033  
PH: 317/844-8622  
FAX: 317/573-0239  
[www.UNPrinting.com](http://www.UNPrinting.com)  
[info@UNCommunications.com](mailto:info@UNCommunications.com)

February 28.2002

Susan L. Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications **carefully** to be certain we fully understand your instructions.

Estimate Number: 7440  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

#10 Envelope (P.O. Box Version)  
Plate Pull  
1/0 PMS 280 Blue; No Bleeds  
**24P Signet Wove Env. - White**

### Estimate Totals:

Quantity:	1,000
Price:	81.00
Total:	<hr/> \$81.00

### Please Note:

it is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds **budgeted** time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex **than** understood at time of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you





## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46032  
PH: 317/844-8622  
FAX: 317/573-0239  
www.UNPrinting.com  
info@UNCommunications.com

February 28, 2002

Susan L. Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7441  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

Address Confidentiality 8 1/2" x 11" Brochure  
Plate Pull  
212 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Text - White  
Brochure Colds to 3 5/8 x 5 1/2

### Estimate Totals:

Quantity:	5,000
Price:	549.00
<b>Total:</b>	<b>\$549.00</b>

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46032  
PH: 317/844-8622  
FAX: 317/573-0239  
www.UNPrinting.com  
info@UNCommunications.com

February 28, 2002

Susan L. Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your **upcoming** printing job. Please **review** these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7442 Salesperson: Kathy Ladavac  
Estimate Date: 2/20/2002

9 1/2 x 12 1/2 Catalog Env. (PO Box 6243 Version)  
Plate Pull  
1/0 PMS 280 Blue; No Bleeds  
24Y Signet Wove Env. - White

### Estimate Totals:

Quantity:	1,000
Price:	154.00
Total:	<hr/> \$154.00

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional **information** is needed.

Thank you



## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46032  
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FAX: 317/573-0239  
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info@UNCommunications.com

February 28, 2002

Susan L. Nelson, APR Pager 381-3814  
Indiana Office of the Attorney General  
State of Indiana  
402 W Washington St . IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 233-6309  
Fax: 132-7979

Thank you for the opportunity to present **this** estimate on your **upcoming** printing job. Please review **these** specifications **carefully** to be certain we **fully** understand your instructions.

Estimate Number: 7444  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

9.5x12.5 Catalog Envelope  
Plate Pull  
1 Color 1 Side No Bleeds PMS 280  
28# White Wove Envelope

### Estimate Totals:

Quantity:	50,000
Price:	4,737.00
Total:	<hr/> \$4,737.00

### Please Note:

It is UN's objective that your final invoice matches your **expectation**. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: **Actual** time exceeds budgeted time.
- Quote based on "no bleeds": **Actual** Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink **coverage**.
- **Bindery** / Finishing functions more complex than understood at time of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have questions. UN **will** contact you immediately upon discovering that any of **these** issues might involve price increases.

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Thank you



## UN Printing & Mailing

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February 28, 2002

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State of Indiana  
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Indianapolis IN 46204  
Phone 232-6309  
Fax: 132-7979

Thank you for the opportunity to present this **estimate** on your **upcoming printing** job. Please **review these** specifications **carefully** to be certain we fully understand your instructions.

Estimate Number: 7447  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

Constitution Booklet  
Plate Pull  
4 Color Cover With Bleeds-1 Color Test No Bleeds  
70# Lynx Opaque Text-White/ 80# Somerset Gloss Cvr  
76 Pages + Cover  
5 1/2 x 8 1/2 Finished Size/Saddle Stitched

### Estimate Totals:

Quantity:	5,000
Price:	4,813.00
Total:	<hr/> \$4,813.00

### Please Note:

It is UN's objective that your final invoice matches your **expectation**. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: **Actual** time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink **coverage**.
- Bindery / **Finishing** functions more complex than understood at time of estimate.

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Unless **other** arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed

Thank you



## UN Printing & Mailing

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February 28, 2002

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Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to present this **estimate** on your **upcoming** printing job. Please review these specifications **carefully** to be certain we fully understand your **instructions**.

**Estimate Number:** 7448  
**Estimate Date:** 2/20/2002

**Salesperson:** Kathy Ladavac

General Information S 1 1/2 x 17.25" Brochure  
Plare Pull  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Test - White  
Brochure folds to 3 1/2 x 8 1/2 - 5 Panels

### Estimate Totals:

<b>Quantity:</b>	<b>10,000</b>
<b>Price:</b>	<b>1,329.00</b>
<b>Total:</b>	<b>\$1,329.00</b>

### Please **Note**:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: **Actual** job involves **heavy ink coverage**.
- Bindery! Finishing functions more complex than understood at time of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact **us** if additional **information** is needed.

Thank you



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February 28, 2002

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State of Indiana  
402 W. Washington St.. IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 237-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications careful!! to be certain we fully understand your instructions.

Estimate Number: 7449  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

Home Improvement S 1/2" x 11" Trifold Brochure  
Plate Pull  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Text - White  
Brochure folds to 3 5/8 s & 1/2

### Estimate Totals:

Quantity:	10,000
Price:	729.00
Total:	<hr/> \$729.00

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



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Indiana Office of the Attorney General  
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Indianapolis IN 36204  
Phone: 232-6309  
Fas: 232-7979

Thank you for the opportunity to **present** this **estimate** on your **upcoming** printing job. Please review these specifications carefully to be certain we fully understand your **instructions**.

Estimate **Number:** 7450  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

Lemon Law 8 1/2" x 11" Trifold Brochure  
Plate Pull  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Text - White  
Brochure folds to 3 5/8 x 8 1/2

### Estimate Totals:

<b>Quantity:</b>	10,000
<b>Price:</b>	729.00
<b>Total:</b>	<u>\$729.00</u>

### Please Note:

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- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate **ink** coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing **functions** more complex **than** understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional **information** is needed.

Thank you



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February 28.2002

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State of Indiana  
402 W. Washington St. IGCS 5th Floor  
Indianapolis IN 46204  
Phone 232-6309  
Fax 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7451  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

Master Flyer Form (8 1/2 x 11 Form)  
Plax Pull  
2 Color 1 Side W/Bleeds PMS 280&109  
60# Lynx Opaque Offset - White  
Piece Stays Flat

### Estimate Totals:

Quantity:	50,000
Price:	1,321.00
Total:	<hr/> \$1,321.00

### Please Note:

It is UN's objective that your **final** invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN spends unbudgeted time **making** art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at **time** of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have questions. UN **will** contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you





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February 28, 2002

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State of Indiana  
402 W. Washington St.. IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax 232-7979

Thank you for the opportunity to present this **estimate** on your upcoming printing job. Please **review** these **specifications** carefully to be **certain** we fully understand your **instructions**.

Estimate Number: 7452  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

News Release 8 1/2" x 11"  
Plate Pull  
2/0 PMS 280 Blue & PMS 109 Yellow  
60# Lynx Opaque Offset: White  
No Folding  
Package and Deliver

### Estimate Totals:

Quantity:	5,000
Price:	346.00
Total:	<u>S346.00</u>

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

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- Quote based on estimated amount of UN graphic design: **Actual** time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review **our** specifications **vs.** any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional **information** is needed.

Thank you



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February 28, 2002

Susan L. Nelson, APR Pager 381-3514  
**OFFICE OF THE ATTORNEY GENERAL**  
State of Indiana  
402 W. Washington St. IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 252-4309  
Fax 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 6893  
Estimate Date: 1/3/2002

Salesperson Kathy Ladavac

Note Card And Envelope  
UN Typesets  
PMS 250 & 109 W/Bleeds  
80# Cougar & 5 1/2 Bar Env  
Score & Fold Card To 4 1.4 x 5 1/2

### Estimate Totals:

Quantity:	2,500
Price:	759.00
Total:	<u>\$759.00</u>

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

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- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery/ Finishing functions more complex than understood at time of estimate.

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Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



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February 28, 2002

Susan L. Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Far: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7453  
Estimate Date: 2/20/2002

Salesperson: Kathy Ladavac

Pocket Folder 9" X 12" (2 Pockets)  
Plate Pull 11.25x17.75 Insert & Tissue  
PMS 280 Blue & PMS 109 Yellow + Gloss Varnish  
Die Cut Slits for Brochure Inserts in Each Pocket  
12 Pt. Tango C1S-80# Somerset Gloss-17Y UV Ultra 2  
Stitch in two 11 x 17's into pocketfolder

### Estimate Totals:

Quantity:	1,000
Price:	2,202.00
Total:	<hr/> \$2,202.00

### Please Note:

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- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: **Actual** time exceeds budgeted time.
- Quote based on "no bleeds": **Actual** Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues **might** involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



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February 28, 2002

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State of Indiana  
402 W. Washington St.. IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fas: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7463 Salesperson: Kathy Ladavac  
Estimate Date: 2/21/2002

9 x 12 Pocket Folder ( 2 Pocket)  
Plate Pull  
2/Color 1/Side + Gloss Varnish With Bleeds  
Die Cut Slits for Brochure Inserts in Each Pocket  
Business Card Slit In Left Hand Pocket  
12 Pt. Tango C1S PMS 280&109

### Estimate Totals:

Quantity:	1,000
Price:	1,068.00
Total:	<hr/> \$1,068.00

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends **unbudgeted** time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate **ink coverage**: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed

Thank you



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February 28, 2002

Susan Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St.. IGCS 5th Floor  
Indianapolis IN 36204  
Phone: 232-6309  
Fax: 232-7979

Thank you for **the** opportunity to present this estimate on your **upcoming** printing job. Please review these specifications **carefully** ~~to~~ be certain we **fully** understand your instructions.

Estimate Number: 7464 Salesperson: Kathy Ladavac  
Estimate Date: 2/21.2002

Telemarketing S 1 1/2" x 11" Trifold Brochure  
Plate Pull  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Test - White  
Brochure folds to 3 5/8 x S 1 1/2

### **Estimate Totals:**

Quantity:	10,000
Price:	729.00
Total:	<hr/> \$729.00

### **Please Note:**

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- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ~~ink~~ coverage: Actual job involves **heavy** ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



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February 28, 2002

Susan Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7465                      Salesperson      Kathy Ladavac  
Estimate Date: 2/21/2002

Spanish Telemarketing Fraud 8 1/2" x 11" Brochure  
Plate Pull  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Text - White  
Brochure folds to 3 5/8 x 8 1/2

### Estimate Totals:

Quantity:	5,000
Price:	549.00
Total:	<hr/> \$549.00

### Please Note:

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- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed

Thank you



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February 28, 2002

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Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St., IGCS 5th Floor  
Indianapolis IN 36204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the **opportunity to present** this **estimate** on your **upcoming** printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7466  
Estimate Date: 2/21/2002

Salesperson: Kathy Ladavac

Telephone Privacy 8 1/2" x 11" Trifold Brochure  
PLATE PULL  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Text - White  
Brochure folds to 3 5/8 x 8 1/2

### Estimate Totals:

Quantity:	50,000
Price:	2,133.00
Total:	<hr/> \$2,133.00

### Please Note:

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- Quote based on camera-ready art or disk ready art: UN **expends unbudgeted** time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual **time** exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves **bleeds**.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
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Thank you



## UN Printing & Mailing

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February 28, 2002

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Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to **present** this **estimate** on your upcoming printing job. Please review these specifications carefully to be certain **we fully** understand your **instructions**.

**Estimate Number:** 7467  
**Estimate Date:** 2/21/2002

**Salesperson:** Kathy Ladavac

Telephone Privacy 1 5/8" Round Stickers  
Plate Pull  
1/0 PMS 280 Blue  
1 5/8" round glossy white labels  
Carton Pack  
Deliver to customer

### Estimate Totals:

Quantity:	1,500
Price:	96.00
<b>Total:</b>	<b>\$96.00</b>

### Please Note:

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- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing **functions** more complex than undersood at time of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have **questions**. UN will contact you immediately upon discovering that any of these issues might involve price increases.

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Thank you





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Indianapolis IN 46204  
Phone: 231-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your **upcoming** printing job. Please review these specifications carefully to be certain we **fully** understand your instructions.

Estimate Number: **7468**  
Estimate Date: **2/21/2002**

Salesperson: **Kathy Ladavac**

Unclaimed Property S 1/2" x 11" Trifold Brochure  
Plate Pull  
2/2 **PMS 280** Blue & PMS 109 Yellow; Bleeds  
80# **Somerset** Gloss Test - White  
Brochure **folds** to 3 5/8 x 8 1/2

### Estimate Totals:

Quantity:	<b>10,000</b>
Price:	<b>729.00</b>
Total:	<b>\$729.00</b>

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted **time** making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves **heavy** ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

Please review our specifications **vs.** any of these issues, and contact us if you have questions. UN **will** contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you



## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46032  
PH: 317/844-8622  
FAX: 317/573-0239  
www.UNPrinting.com  
info@UNCommunications.com

February 28, 2002

Susan L. Nelson  
Indiana Office of the Attorney General  
State of Indiana  
402 W. Washington St. IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7469 Salesperson: Kathy Ladavac  
Estimate Date: 2/21/2002

Victims Assistance-S 1/2 x 17.25 Quarterfold Broch  
Plate Pull  
2/2 PMS 280 Blue & PMS 109 Yellow; Bleeds  
80# Somerset Gloss Text - White  
Brochure folds to 3 112 x S 1/2 - 5 Panels

### Estimate Totals:

Quantity:	10,000
Price:	1,250.00
Total:	<hr/> \$1,250.00

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

- Quote based on camera-ready art or disk ready art: UN expends unbudgeted time making art print ready.
- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery! Finishing Functions more complex than understood at time of estimate.

Please review our specifications vs. any of these issues, and contact us if you have questions. UN will contact you immediately upon discovering that any of these issues might involve price increases.

Unless other arrangements are made, our estimate is valid for 30 days. Please contact us if additional information is needed.

Thank you

Office of the Attorney General

**Minority** Business Enterprise Information

**MBE** Participation Plan

Proposal For: Attorney General Publications and Printed Materials

Due Date: March 1, 2002

Respondent Name: UN Communications, Inc

Contact Person: BILL CORBIN

Address: 1429 CHASE CL  
CARMEL, IN 46032

Telephone Numbers: Main: 317 844 8622 x330  
FAX: 317 573 0239

The following racial minority-owned firms will be participating in the proposal according to the following schedule.

MBE	Phone	Contact	Trade	Amount
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<u>N/A ALL WORK DONE IN HOUSE.</u>				
<u> </u>				
<u> </u>				
<u> </u>				
<u> </u>				

This document must be included in your proposal.



## UN Printing & Mailing

1429 Chase Court  
Carmel, IN 46032  
PH: 317/844-8622  
FAX: 317/573-0239  
www.UNPrinting.com  
info@UNCommunications.com

March 21, 2002

Susan L. Nelson, APR Pager 381-3814  
OFFICE OF THE ATTORNEY GENERAL  
State of Indiana  
402 W. Washington St., IGCS 5th Floor  
Indianapolis IN 46204  
Phone: 232-6309  
Fax: 232-7979

*quote to include in  
printing contract*

Thank you for the opportunity to present this estimate on your upcoming printing job. Please review these specifications carefully to be certain we fully understand your instructions.

Estimate Number: 7693  
Estimate Date: 3/21/2002

Salesperson: Kathy Ladavac

Consumer Survival Handbook 16 Pg. + Cover  
UN Typesets  
2/0 Cover W/Bleeds 2/2 Text  
80# Gloss Cover / 70# Gloss Text  
Pocket On Inside Back Cover  
Wire-o Binding / Final Size 5.5 x 8.5

*I would suggest this type of  
Bind - cleaner, neater look*

### Estimate Totals:

Quantity: 1,000

Price: 2,261.00

Total: \$2,261.00

### Please Note:

It is UN's objective that your final invoice matches your expectation. However, these are the primary causes of increased price.

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- Quote based on estimated amount of UN graphic design: Actual time exceeds budgeted time.
- Quote based on "no bleeds": Actual Job involves bleeds.
- Quote based on light or moderate ink coverage: Actual job involves heavy ink coverage.
- Bindery / Finishing functions more complex than understood at time of estimate.

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Thank you